Civil Service Commission

Annual Report

1990

ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

OF THE

PROVINCE

OF

PRINCE EDWARD ISLAND

FOR

1990

91-03687/

CONTENTS

Title:	Page:
Letters of Transmittal	5, 7
The Civil Service Commission	9
Organization Chart	10
Chairman's Commentary	11
Statistics at a Glance	12
Highlights of 1990	13
General Overview	
• Reorganization of Commission	14
• Amendments to *Civil Service Act*	14
• Women in the Civil Service	14
• Part-Time Employment	15
• Age Trends	16
• Length of Service	16
• Retirement	17
Staffing Services	18
Compensation Services	22
Pay Equity	25
Staff Development	26
Personnel Administration	33
Occupational Safety	38
Long Term Disability	39
Employee Assistance Program (E.A.P)	40
Work Force Analysis	
• Appendix A - Establishment	41
• Appendix B - Age Profile	42
• Appendix C - Salary Profile	43
• Appendix D - Salary - Full time Employees	44
• Appendix E - Length of Service Profile	45
• Appendix F - Employment by Job and Gender	46
• Appendix G - Separations	47
• Appendix H - Gender Profile by Dept./Agency	48
• Appendix I - Retirements - 1990	49
• Appendix J - Deceased Employees - 1990	50
Tables	
• Table 1 - Average Salaries	15
• Table 2 - Full & Part-time Employment	15
• Table 3 - Age Trends	16
• Table 4 - Staffing Statistics	21
• Table 5 - Classification Statistics	24
• Table 6 - Training Summary	30
• Table 7 - In-Service Training	31
• Table 8 - French Language Training	32
• Table 9 - Injury on Duty Claims - 1990	36
• Table 10 - Injury on Duty - Trends	37

The Honourable Marion Reid
Lieutenant Governor of Prince Edward Island

Dear Madam:

I have the honour to transmit the Annual Report of the Civil Service Commission of Prince Edward Island for the year ending December 31, 1990.

Respectfully submitted,

Gilbert R. Clements
Minister Responsible
for the Civil Service Act

The Honourable Gilbert R. Clements
Minister Responsible for the Civil Service Act
Province of Prince Edward Island

Dear Sir:

We have the honour to present to you the Annual Report of the Civil Service Commission for the year ending December 31, 1990. The report contains detailed information about the programs and activities undertaken by the Commission and its staff during the past year, as well as an analysis of the Civil Service workforce.

This report is submitted pursuant to section 4(1) (f) of the *Civil Service Act*.

Respectfully submitted,

Don G. MacCormac
Chairman

Aileen MacLure
Commissioner

Paul H. Schurman
Commissioner

THE CIVIL SERVICE COMMISSION

Organization

The Civil Service Commission consists of a full-time Chairman and two part-time Commissioners appointed pursuant to the *Civil Service Act*. The Chairman is the Chief Executive Officer.

Mandate

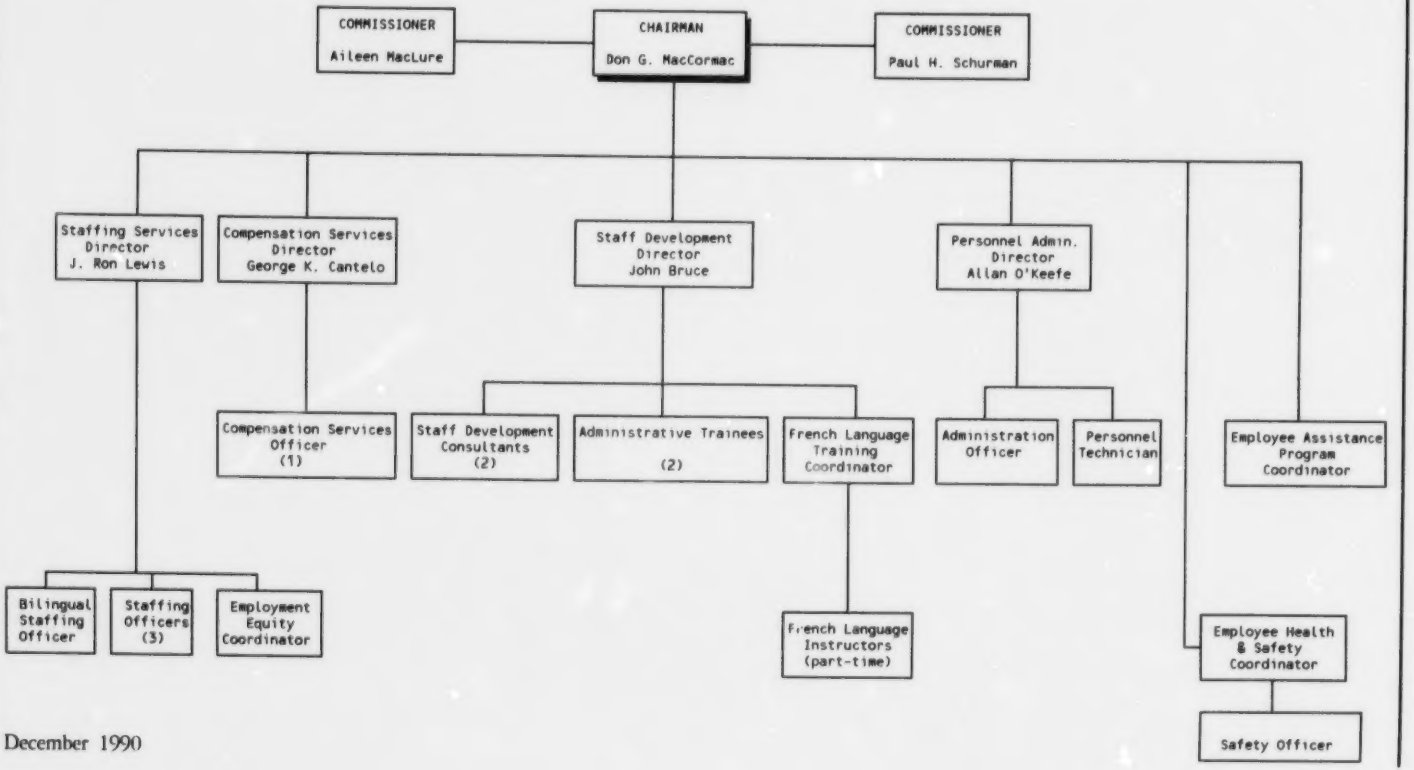
Through its staff of personnel specialists, the Commission is responsible for:

1. Staffing the Civil Service. (Recruitment, selection, placement, transfer and promotion.)
2. Providing Training and Development programs for employees in the Civil Service and consultation services on organizational development issues to departmental managers.
3. Developing and maintaining a Classification Plan as a basis for equitable compensation of employees performing the same kind or level of work.
4. Ensuring the equitable treatment of employees by monitoring the interpretation and administration of the *Civil Service Act*, Regulations and Collective Agreement.

The Commission works to ensure that appointments to or from within the Civil Service are made in keeping with the merit principle and the Act. Procedures have been established to ensure that citizens have a reasonable opportunity to obtain employment at all levels of the civil service, while affording employees an opportunity to obtain promotions and pursue a career within the civil service.

CIVIL SERVICE COMMISSION

Organization Chart



December 1990

CHAIRMAN'S COMMENTARY

The introduction of an Employee Assistance Program and an Occupational Safety Program were among our most significant accomplishments this year. These initiatives should result in a reduction in accidents, and assist employees return to a healthy mental, physical and social state. Both programs represent cornerstones in our efforts to promote Employee Wellness - with this progress on prevention and rehabilitation we will be able to concentrate on health enhancement.

In earlier reports we commented on the need to review the Classification System which was established in 1969. The recent Pay Equity Study showed that a general review would be beneficial in promoting better internal equity. Thus, we were very pleased to announce in November that a full classification review of all civil service positions will be carried out using a new job evaluation system. While this is a major undertaking, it will provide an opportunity to establish a system which is easier to manage, less complex and more easily explainable to managers and employees.

The announcement of a Government Reform Committee to review the structures of Government provides an opportunity for renewal and revitalization of the civil service. If, as anticipated, many employees participate in the effort to develop the most appropriate organization, it will be a growth experience.

Improvements were made in several areas this year. Commission information systems were significantly automated to improve service to the public, departments and agencies. The Staff Development Division relocation to the Staff Development Centre was completed, an Employee Assistance Office was established in Harbourside, and a Classification Review Office (temporary) was opened.

1990 was one of the most active years in Commission history with 2,800 interviews, 3,600 training days and 400 classification reviews. I wish to express my sincere thanks to the dedicated staff of the Commission whose professionalism and untiring efforts achieved the many accomplishments highlighted in this year's Report. A special thanks is extended to my fellow Commissioners, Aileen MacLure and Paul H. Schurman; together we monitored Commission activities, analyzed personnel developments and visited employees at their worksites throughout the Province.

Prince Edward Island has one of the best civil service workforces in our country. It is our goal to maintain and develop that capability for the betterment of all citizens.

D G MacCormac

Don G. MacCormac

STATISTICS AT A GLANCE.....

	Full-Time	Part-Time	Total
Employees on payroll (Dec.31/90)			
Executive Division	44	-	44
Classified Division	2703	629	3332
Casual Division			
Temporary	669	47	716
Relief	316	35	351
Contract	53	-	53
TOTAL EMPLOYEES			4496
Appointments to Classified Positions			448
Separations			186
Turnover Rate			5.8%
Employee Transfers			72
Secondments			51
Temporary Assignments			56
Employees in Deferred Salary Plan			25
Employees on TOTS Program			88
Classification Reviews:			
a) By the Commission			419
b) By the Classification Appeal Board			53
Staff Development & Training:			
a) Participant Training Days			3612
b) In-Service Courses			166
Injury-On-Duty Claims			347
Days lost due to injuries			6126

CIVIL SERVICE COMMISSION

HIGHLIGHTS OF 1990

- Employee Assistance Program (E.A.P.) launched for employees in the civil service and the school sector.
- Occupational Safety Policy and Program implemented.
- Pay Equity salary increases provided to 2,000 employees.
- General Classification Review of all positions initiated.
- National Conference of Staff Development Directors hosted.
- *Civil Service Act* amended to strengthen appointment process.
- 90 casual employees brought into the Classified Division.
- Commission re-structured from 3 Branches to 4 Divisions.
- Bilingual services increased.
- 7,700 apply, 2,800 interviewed and 800 offered positions.
- Executive Development Program arranged 12 developmental assignments, and 7 educational leaves.
- Staffing information system automated.
- Computer literacy improved through Employee Computer Purchase Plan.
- Secretarial/Clerical Program has first graduate.
- 20% of rehabilitation candidates returned to work.
- Days lost due to accidents decreased by 21% but costs increased 10%.
- Mobility within the service increased with 72 transfers, 56 temporary assignments, and 51 secondments.
- 30 persons with disabilities given training and employment.
- 16 Bilingual positions staffed.
- Part-time employees increased to 19% of workforce.

GENERAL OVERVIEW

REORGANIZATION

The Commission was re-structured this year from 3 Branches to 4 Divisions and Division names were changed to more clearly reflect their responsibility areas. These changes were initiated to place more emphasis on staff development and personnel administration.

The Divisions are:

- Staffing Services
- Compensation Services
- Staff Development
- Personnel Administration

In addition, separate units were established for the Employee Assistance Program and the Occupational Safety Program.

ACT AMENDED

Provisions of the *Civil Service Act* dealing with appointments were modified this year. Essentially, the amendments reflect practices which have been followed since 1986. While the *Act* used to allow the Commission to appoint any of the top 5 candidates in a competition, Section 24(2) was repealed and the following was substituted:

The Commission shall:

(a) in relation to in-service competitions, appoint the person who stands first in order of merit on the employment list;

(b) in relation to open competitions, after consultation with the employer, appoint one of three in order of merit on the employment list.

WOMEN IN THE CIVIL SERVICE

There has been little discernible change in the participation of female employees in the service over the past several years. Women continue to hold 58% of all civil service positions, but remain concentrated in the Administrative Support category and under-represented in the Administrative and Technical categories (See Appendix "F").

Some improvement has been noted in the ratio of Female to Male salaries among full-time employees:

TABLE I

AVERAGE SALARY
CLASSIFIED EMPLOYEES

YEAR	MALE	FEMALE	ALL EMPLOYEES	FEMALE SALARY AS % OF MALE
1984	$26,383	$20,318	$ N/A	77.0%
1985	27,303	21,338	24,245	78.0%
1986	28,683	22,406	25,412	78.0%
1987	29,534	23,108	26,225	78.6%
1988	30,667	23,944	27,156	78.1%
1989	32,504	25,714	28,895	79.1%
1990	33,650	26,850	30,100	79.8%

Other positive trends noted were:

- twice as many females as males participated in Training and Development activities (see Table 7).
- the majority of Temporary Assignments for career development purposes are obtained by females.

PART-TIME EMPLOYMENT

There has been a growing and marked trend towards the use of part-time employment:

TABLE 2

FULL-TIME AND PART-TIME
CLASSIFIED EMPLOYEES

YEAR:	FULL-TIME	PART-TIME	TOTAL	% PART-TIME
1981	2389	67	2456	2.7%
1982	2213	85	2298	3.7%
1983	2052	214	2266	9.0%
1984	2452	475	2927	16.0%
1985	2478	485	2963	16.0%
1986	2481	467	2948	15.8%
1987	2509	483	2992	16.0%
1988	2545	544	3089	17.6%
1989	2623	586	3209	18.0%
1990	2703	629	3332	19.0%

AGE TRENDS

While the median age of employees has remained constant at 40 since 1986, there has been a significant reduction in the proportion of the workforce under age 35. The primary reason for this is that the average age of new hires in 1990 was 35 for males and 34 for females.

Table 3 shows there is a trend away from a younger workforce.

TABLE 3

AGE TRENDS

YEAR:	% UNDER AGE 35
1986	31.5%
1987	29.5%
1988	29.8%
1989	28.0%
1990	26.0%

LENGTH OF SERVICE

The length of service of employees has remained constant over the past 5 years. On average, males stay in the service for 12 years and females stay for 10 years. Appendix "E" provides a profile of length of service.

Awards:

The 3rd Annual Long Service Awards Ceremony was held in May at Government House to recognize civil servants with 25 years and 30 years of service. Premier Ghiz presented Certificates of Appreciation and Long Service pins. Seventeen employees received a gold pin for 30 years service, and twenty-seven employees received a silver pin for 25 years of service.

A new award was initiated this year when civil servants with 20 years service were honoured. Certificates of Appreciation and pins were presented to 216 employees with between twenty and twenty-four years service

RETIREMENT

Thirty-one employees retired on pension during 1990. These employees had an average of 20 years service, and on average, were 63 years of age when they retired.

Recognition:

In February the 3rd Annual Retirement Recognition dinner and reception were held for the 1989 retirees. Hon. Paul Connolly and Hon. Roberta Hubley, representing Premier Ghiz, hosted the banquet for 112 retirees and their guests. Retirees were presented with a gift and a framed certificate in appreciation for their years of service to the people of Prince Edward Island.

STAFFING SERVICES DIVISION

OVERVIEW

In continuing its mandate to recruit, select and place qualified and competent employees, the Staffing Services Division processed 7,700 applications, conducted 2,800 interviews, and made 812 offers of employment during 1990. French language services were expanded by the filling of additional bilingual positions, and the Employment Equity program assisted job applicants with disabilities. Departments were requested to identify long-term temporary jobs where the creation of permanent positions was justifiable; ninety permanent positions were created by Treasury Board and out-of-service competitions were held to fill these vacancies. The number of employees taking advantage of career enhancement opportunities continued to increase. In August, the Division implemented a computerized Staffing Resource system designed to improve service to departments and the public.

RECRUITMENT

Two hundred and eighty-one competitions were advertised during 1990 with 68% open to the public. Of the 7668 applications received, 67% were in response to advertised competition, and 33% were unsolicited.

The Division utilized special recruitment measures to obtain qualified applicants for vacancies considered difficult to fill or positions with high-turnover. Advertising out-of-province and addressing classes of graduating university or college students are effective recruitment techniques employed where necessary.

Division staff continued to work with the Atlantic Police Academy in the recruitment and selection of police cadets from Prince Edward Island.

SELECTION AND PLACEMENT

Competition size varied greatly depending upon position requirements and availability of qualified applicants; an average of 18 applications were received, with 9 applicants interviewed per competition.

Selection Committees of departmental representatives and a Staffing Officer assessed candidates against position requirements through personal interviews and examinations conducted in the geographic location of the vacant position.

Examinations were administered in 35 of the 281 competitions.

Invitations were extended to 4,006 candidates for examinations and/or interviews. Of the 2,878 candidates invited for an interview, 63% passed, 28% failed and 9% did not appear or withdrew from competition. Staffing Officers met with candidates who requested a review of their examination or interview results.

Of the 812 job offers made, 56% were for probationary appointments.

CAREER ENHANCEMENT OPPORTUNITIES

Emphasis continued to be placed on revitalizing the civil service workforce by providing opportunities for employees to promote, transfer, or temporarily change positions through secondment or temporary assignment. Two hundred and ninety civil servants took advantage of such opportunities during 1990, a slight increase from the previous year. Special consideration was given to 19 employees of Provincial Library Headquarters who do not want to relocate when their positions are moved to Morell. Ten library employees have moved to other positions in the Charlottetown area, and the Division is continuing efforts to identify suitable vacancies for the remainder.

Transfers

The Division endeavors to find suitable positions for employees who request a permanent change in job or work environment. This year, 110 requests for transfer were received and 72 transfers were processed.

Temporary Assignments

The Temporary Assignment Program provides employees with the opportunity to volunteer for a temporary job change as a means to acquire new experience and job skills.

Employees normally receive their regular salary while on assignment. Fifty-six temporary assignments were processed in 1990; assignments vary in length from 3 to 12 months.

Secondments

Fifty-one secondments were arranged during the year--a 30% increase over 1989. A secondment is a temporary transfer of an individual for a specific period of time (usually one year) into another job. Secondments may be between departments or to outside organizations and are intended to provide a change and a learning experience for the employee. A seconded employee may receive a higher salary if he/she is immediately qualified to carry out the principal responsibilities of the position.

STAFFING OF BILINGUAL POSITIONS

In 1990, 16 bilingual positions were filled, including 5 probationary and 11 temporary appointments.

Sixty-five bilingual candidates were interviewed in filling these vacancies, which included Social Workers, French Language Instructors, French Language Training Coordinator, Librarian, Occupational Therapy Worker, Group Travel Sales Representative, French Hospital Services Coordinator, and several positions within the Administrative Support category.

EMPLOYMENT EQUITY FOR THE DISABLED

Individuals with disabilities continued to receive special consideration for employment opportunities during 1990 with 148 applicants interviewed. Funding through the Department of Health and Social Services continued to open departmental doors for disabled recipients of social assistance.

Forty-one persons hired to date through this program are currently working in the provincial civil service; thus far, 11 of these have successfully competed and achieved permanent status.

COMPUTERIZED STAFFING RESOURCE SYSTEM

In August, after months of extensive planning and consultation with Computer Services, a new Staffing Resource System was implemented.

This new system will improve service to departments and the public by providing timely and easy access to information. The quality of decision making will be improved as staff are able to systematically track the progress of an applicant or a departmental staffing request through the system.

FISCAL RESTRAINT INITIATED

In November government implemented a policy of fiscal restraint in an effort to reduce salary expenditures. A Staffing Review Committee with representation from the Civil Service Commission, Executive Council, and Treasury Board works closely with Departmental Administrators in monitoring and reducing salary expenditures where possible. This decision resulted in a significant reduction in regular staffing activity during the final two months of 1990.

Several staff members of the Division have been reassigned to participate in the government's major classification study.

APPRECIATION

The Staffing Services Division extends sincere thanks to all departmental representatives who participated in the staffing process during 1990. Your continued cooperation and support will enable us to meet the ever-changing challenges of acquiring and maintaining a competent civil service workforce.

TABLE 4

Staffing Services Division
Statistics - 1990

Competitions:	
Open	190
In-Service	91
TOTAL	281
Applications Received	7,668
Applicants Interviewed	2,814
Applicants Qualifying in Selection Interviews	72%
Probationary Appointments	435
Provisional Appointments	13
Temporary Appointments	113
Relief Appointments	39
Contract Appointments	3
Temporary Assignments	56
Secondments	51
Transfers	72
Disabled, training appointments	14
Disabled, term appointments	13
Disabled, probationary appointments	3
TOTAL PLACEMENTS	812
Refusals of Job Offers	68

COMPENSATION SERVICES DIVISION

MANDATE

The mandate of the Division is to determine the relative worth of all jobs within the civil service. The on-going maintenance of the job evaluation system and classification plan ensures that similar jobs are compensated at the same rate of pay. While the Commission assigns each job to a specific classification, the rate of pay for each classification is the responsibility of Treasury Board.

PAY RESEARCH

The Division has continued a program of pay research, comparing classification and salary levels of civil service jobs to those in other private and public organizations, including other provincial governments. The Division also responds to numerous inquiries and statistical surveys regarding civil service compensation.

COLLECTIVE BARGAINING

In accordance with the Collective Agreement between the Government and Union of Public Sector Employees, a $650 increase in annual salaries for employees was implemented on April 1, 1990. This agreement was negotiated for the period April 1, 1988 to September 30, 1990 and remains in effect until a new agreement is signed. Contract negotiations commenced in December and continue into the new year.

PAY EQUITY

The Joint Employee-Employer Pay Equity Committee released its report on November 1, 1990. Of the 150 female-dominated classifications, 103 are eligible for salary adjustments ranging from $255. to $6,325. The salary adjustments will be phased-in over a five year period to ensure total payments do not exceed 1% of annual salary costs. Effective January 1, 1991, approximately two thousand employees will receive their first adjustment to salary - an average of $625. per year.

CLASSIFICATION PLAN

The classification plan was adopted in 1969 and has undergone numerous changes as a result of new programs, technologies and organizational structures. There are currently 461 classifications. During 1990, total reviews of the Social Worker series and the Social Service Worker series were completed. New or revised specifications were prepared for thirty-two classifications. Nine of these resulted from the establishment of Development Officer, Youth Worker, and Environment Officer series. Fifteen classifications were deleted from the plan.

INFORMATION SYSTEM

During 1990, applications were developed for the Division's information system which produces statistical information regarding classification activity. The link to the MAPPER Program provided direct access to position establishment data and allowed Classification Specifications to be made available to other departments. Employing a specialized program, the Division is nearing completion of a project to create, verify and maintain detailed organization charts outlining all established civil service positions. These charts will be valuable information and planning tools for departments, Treasury Board and the Commission.

CLASSIFICATION SERVICES

The Division continued to provide services to departments in organization review, job design and workload assessment. As well, all vacant positions were reviewed prior to staffing, all proposed new positions were classified prior to establishment and the majority of temporary positions were evaluated for departmental staffing. To initiate a classification review of an established position, the employee or manager submits a new job description. Staff of the Division review the description with the employee and supervisor, and determine, in relation to specifications, the most appropriate classification. When jobs are found to have additional duties and responsibilities, they are upgraded. When no significant changes are identified, they are confirmed at their present classifications. When jobs are found to have decreased responsibilities they are downgraded in the classification plan. In many cases, changes in job duties, or in the classification plan itself, result in a job being re-assigned from one classification to another at the same rate of pay. These are referred to as "classification title changes".

CLASSIFICATION APPEALS

The Commission's classification decisions are subject to appeal from either the employee in the position or the Deputy Head of the department. The appeals are considered by the Classification Appeal Board which consists of three members (and three alternates) appointed by the Lieutenant Governor in Council. The Appeal Board's decisions, to reclassify positions or to confirm the Commission's classifications, are binding on all parties and influence the design and application of the classification plan.

1991 CLASSIFICATION STUDY

Classification activity showed a marked decrease during the last two months of 1990 which was attributed to the announcement of a service-wide classification study. Division staff are, and will be, involved in the design of a new civil service classification plan and the reclassification of all jobs in accordance with the Willis Job Evaluation System.

TABLE 5

CLASSIFICATION STATISTICS

	1988	1989	1990
CLASSIFICATION REQUESTS			
Vacant Positions	562	486	451
Proposed New Positions	160	93	186
Established Positions	304	416	419
CLASSIFICATION DECISIONS			
Upgraded	146	101	120
Downgraded	29	15	11
Confirmed	90	224	140
Title Changed	02	30	108
Outstanding (31/12)	37	46	40
APPEAL BOARD DECISIONS			
Appeals Received	43	19	53
Positions Upgraded	7	7	11
Positions Downgraded	-	-	-
CSC Decision Confirmed	36	12	42

PAY EQUITY

On November 1, 1990 the Joint Committee on Pay Equity released its report on Pay Equity Implementation. The Committee was formed following proclamation of the P.E.I. *Pay Equity Act* on October 1, 1988, and selected the firm of *Norman D. Willis & Associates* to guide the process.

Initially, the Committee identified the male dominated and female dominated classifications and collected detailed job information from each of the employees. Once representative job descriptions were selected, an Evaluation Committee applied the Willis Job Evaluation System to assign point values for each of the four factors - skill, effort, responsibility, and working conditions. Using these evaluation scores and the existing salary plan, the consultant was able to identify salary inequities between male and female-dominated classifications.

The Consultant's findings and recommendations were reported to the Joint Committee in September, 1990. Negotiations between Treasury Board and the Union of Public Sector Employees established the amount and schedule of salary adjustments.

Of the 150 female-dominated classifications, 103 were found to be undervalued and eligible for wage adjustments in comparison to male-dominated classifications with similar evaluation scores. The adjustments range from $255. to $6,325. with an average of $3,120. to be added to the existing salary scales.

The total cost of pay equity adjustments is approximately $6,000,000. As the Pay Equity legislation limits adjustments to 1% of payroll in a twelve month period, the adjustments will be made over a five-year period commencing January 1, 1991. Approximately two thousand civil service employees will receive financial compensation as a result of pay equity. The total pay equity adjustment for each eligible employee will be divided into five annual adjustments, added to the annual salary, and paid during the year as part of the biweekly pay cheque.

Completion of the Pay Equity Implementation Process has been a significant mile stone in the development of employee management relations in the P.E.I. Civil Service. Through the cooperation and dedication of government and union representatives, the historical wage gap between male and female workers should be reduced from 21% to 10%. Elimination of the gender wage gap will require other measures such as employment equity.

STAFF DEVELOPMENT DIVISION

OVERVIEW:

The Staff Development & Training Branch was renamed the Staff Development Division and the offices of the Registrar and the Director were relocated to the Staff Development Centre at 180 Richmond Street.

Major initiatives this year included: hosting the National Training Directors Conference in Charlottetown in June, the development of a proposal for Executive Development within the Civil Service, and the co-ordination of an Employee Micro Computer Purchase Plan.

The mandate of the Division continues to be to provide a range of programs and services aimed at the effective development and training of employees in all departments of the Civil Service. Table 6 summarizes the training provided in 1990.

In addition, wherever possible, the Division shares resources with Island Hospitals, municipalities, school units, Holland College, UPEI, and other public service agencies.

OBJECTIVES

The major objectives of the Division are:

- to provide development and training opportunities to meet the identified needs of employees and departments
- to assist managers implement organizational change

PROGRAMS

To reach these objectives, the Division provides:

- staff training programs (in-service courses)
- executive development programs
- consulting services on organizational development
- career planning services
- tuition reimbursement program
- course subsidization program
- educational leave program
- public administration program (at UPEI)
- French language training
- computer literacy program
- SY/CL development program
- administrative trainee program

IN-SERVICE COURSES

Based on identified needs, a calendar of In-Service courses is developed each year. In 1990, 86 courses on a variety of topics were offered, and 1604 employees participated in one or more of these -- a 64% increase over last year. (Table 7)

The bulk of this increase is due to the introduction of the Executive Development *"Special Speakers Series"* as well as an increased number of offerings of the Orientation program.

EXECUTIVE DEVELOPMENT

Efforts to develop senior managers and Directors within the Civil Service are guided by an Executive Development Steering Committee consisting of four deputy ministers and two senior directors selected by their peers.

During the year a number of special speakers were made available for the development of executive category employees. Subject areas included: accountability, presentation skills, career planning, career assignment programs, organizational management and time management. In addition, a special session in late December provided an update on current initiatives such as government reform, executive development, classification study and a fiscal overview.

To date, 12 executives have participated in temporary job changes through developmental assignments, and 7 have completed or are on educational programs.

In total, 283 executives participated in seven executive development events, a significant increase over previous years. The Division will be working with this group of employees during 1991 to implement a comprehensive model for Executive Development. A process for achieving this goal was developed and reviewed with executive category employees during the past year.

CUSTOMIZED TRAINING

Emphasis was placed on supporting or providing training to meet specific needs of departments. This year's efforts concentrated on Team Building, Time Management, Performance Appraisal and Effective Writing. 1215 employees participated in one or more learning events conducted by the Division.

In addition 564 employees participated in training courses supported by Division funding.

In 1991, emphasis will be on the construction of comprehensive programs for the development of supervisory, middle management and executive category employees.

COURSE LEADERS

While Division staff act as the resource for the majority of training programs, the expertise of employees in line departments is utilized to assist in delivering a number of courses.

The Division provides training in instructional techniques and course design, as well as assistance in program development to these volunteer course leaders.

CONSULTING SERVICES

Considerable effort and resources are dedicated to providing consulting services to departments on a variety of issues including: team building, goal setting, conflict resolution and dealing with change.

The Division responded to more than 100 requests for such assistance during the year.

SECRETARIAL/CLERICAL DEVELOPMENT

This program commenced in 1988 with the objective of assisting participants increase job skills and knowledge as well as preparing them to assume new job responsibilities.

This year saw the first candidate complete all of the requirements for a certificate under this program.

Forty-eight individuals remain in this program and have completed a total of 513 in-service training days, 33 temporary assignments, 94 university courses and 1452 hours of other post-secondary courses.

During 1990, 7 new candidates enrolled in the program.

ADMINISTRATIVE TRAINEE PROGRAM

The Administrative Trainee Program is an accelerated management development program. Over a two year period, the trainees work in a variety of assignments to complement their personal development plan and prepare them for a career in the Civil Service.

Participants are recent university graduates who are hired on the payroll of the Commission and loaned to departments. Trainees worked with departments and central agencies on special projects such as "Insurance Program Policies", "Communication Strategy", "Policies on Vehicle Usage and Signing Authorities", "Report on the PEI Conservation Strategy" and "Program Evaluation of Services to the Mentally Handicapped".

A department may request the services of a trainee for a special project or for the replacement of regular staff where the assignment meets the career development plan of the trainee.

FRENCH LANGUAGE TRAINING

The Commission, with financial assistance from the Secretary of State, provides a French Language Training Program for the Civil Service. The Program is administered by a full-time Co-ordinator and staffed by part-time instructors offering courses at the introductory, intermediate and advanced levels in Charlottetown and Summerside.

Currently, 68 employees are participating in day and evening classes. In addition, special tutorial sessions and self-study materials are available. (Table 8)

COMPUTER LITERACY PROGRAM

This is a joint effort between Computer Services and the Commission to assist senior managers develop computer skills.

Forty-two managers participated in this program which combines classroom and practical training. Each participant is loaned a portable micro computer and printer for three months and receives classroom instruction.

In another initiative related to the development of skills in the area of computers, the Division co-ordinated an Employee Micro Computer Purchase Plan which provided permanent classified civil servants the opportunity to purchase micro computer equipment on a payroll deduction plan.

Two hundred and five employees were approved for participation in this program which provided for payments over a one, two or three year period.

PUBLIC ADMINISTRATION PROGRAM

This multi-disciplinary program of studies offered through the Extension Department of the University of Prince Edward Island had 19 new applicants enroll in 1990. Currently, 130 employees are studying for either a Certificate or a Diploma.

Three employees received a Diploma and 7 a Certificate in 1990.

EDUCATIONAL LEAVE

Four employees were provided with a leave of absence and financial assistance to further their education at the graduate level. The employee's course of study must be consistent with the needs of the department.

TUITION REIMBURSEMENT

Employees are reimbursed 60% of the tuition fee upon successful completion of courses taken on their own time, primarily at Holland College and UPEI. To be eligible for reimbursement, the course must be job-related or part of the Public Administration Program.

COURSE SUBSIDIZATION

This program provides financial support for courses of less than six week's duration conducted by outside agencies. To qualify, the training must be job related and approved by the employee's department and the Division.

TABLE 6

TRAINING SUMMARY

EMPLOYEES PARTICIPATING 1990

DEPARTMENT/AGENCY	CUSTOMIZED TRAINING	IN-SERVICE TRAINING	TUITION REIMBURSEMENT & COURSE SUBSIDIZATION
Health & Social Services	450	477	255
Justice	187	209	119
Transportation & Public Works	112	112	28
Community & Cultural Affairs	-	100	20
Finance	135	92	39
Agriculture	72	72	9
Energy & Forestry	28	55	1
Civil Service Commission	-	53	34
Industry	11	44	4
Tourism & Parks	-	40	3
Fisheries & Aquaculture	-	32	31
Education	-	31	4
Hospital & Health Services Commission	-	28	-
Labour	-	25	3
Liquor Control Commission	-	23	1
Executive Council	-	20	2
Environment	-	18	6
Housing	-	14	-
Auditor General's Office	-	14	-
Addiction Services	-	13	-
Treasury Board	-	9	4
Development Agency	-	6	-
Workers' Compensation Board	-	6	-
Grain Elevators Corporation	-	5	-
Lending Authority	-	3	-
Museum & Heritage Foundation	-	3	-
Energy Corporation	-	1	1
Other*	220	99	-
TOTAL	1215	1604**	564

* Includes participants from Hospitals, School Units, Municipalities, Federal Government, Holland College and UPEI.

** Includes Executive Development Participants

TABLE 7

IN-SERVICE TRAINING PROGRAMS

PROGRAM	NO.OF COURSES	NO.OF PARTICIPANTS		DAYS OF DURATION	TRAINING DAYS
		MALE	FEMALE		
Assertiveness Skills	3	5	32	1.0	37
Budget Process	1	9	11	1.0	20
CPR	3	6	16	.5	11
Computer Concepts	1	6	9	1.5	22.5
Conflict Resolution	1	2	11	2.0	26
Computer Literacy	6	25	17	6.0	252
Coping With Stress	2	6	20	1.0	26
Creative Management	1	8	6	2.0	28
Creative Problem Solving	1	6	10	1.0	16
Dealing With The Public	1	1	12	1.0	13
Developing & Presenting In-Service Workshops	1	3	11	3.0	42
Developing Submissions for Gov't	1	9	5	1.0	14
Dynamic Financial Planning	1	3	13	1.0	16
Effective Delegation	1	5	3	2.0	16
Employee Benefit Plans	2	6	32	1.0	38
English Grammar Review	2	6	28	4.0	136
Facilitating Small Groups	1	3	8	2.0	22
F.I.S. - Processing Clerks	1	3	28	1.0	31
F.I.S. - Admin. Officers	1	7	9	1.0	16
How To Train Your Staff	1	1	9	2.0	20
Human Relations	1	3	15	3.0	54
Interpersonal Communication	1	5	9	2.0	28
Introduction to Co-ops & Credit Unions	1	8	4	1.0	12
Introduction to Community Economic Development	1	12	10	1.0	22
The New Supervisor	4	9	44	2.0	106
Orientation To Government	16	97	174	1.0	271
Paths To Positive Projection	1	2	11	1.0	13
Planning With Time Management	1	14	18	1.0	32
Personnel Administration	1	9	19	1.0	28
Preparing For The Job Interview	2	2	24	1.0	26
Preparing For Your Retirement	5	52	39	2.0	182
The Printed Word	1	2	11	1.0	13
Principles of Effective Writing	2	9	19	2.0	56
Report Writing	1	9	7	4.0	64
Records & Inventory Analysis	1	-	25	4.0	100
The Value of Program Evaluation	1	11	4	2.0	30
Writing Effective Letters & Memos	2	12	28	1.0	40
Management Film Series	2	1	17	.25	4.5
Myers-Briggs Training	1	10	10	5.0	100.0
Managing Your People From The Inside Out	1	22	44	.5	33
Making Time Work For You	1	39	51	.5	45
TOTAL	79	448	873		2062.

EXECUTIVE DEVELOPMENT

Making Executives Accountable	1	33	6	1.0	39
Strategic Presentation Skills	1	9	-	1.0	9
Career Planning	1	37	8	1.0	45
Corporate Assignments Programs	1	34	5	.5	19.5
Managing Your Organization From The Inside Out	1	37	7	.5	22
Making Time Work For You	1	20	35	.5	27.5
Executive Update	1	43	9	.5	26
TOTAL	7	213	70		188

TABLE 8

FRENCH LANGUAGE TRAINING

ENROLMENT - 1990

Departments & Agencies	Beginners	Early Intermediate	Intermediate	Advanced Intermediate	Tutorials	Total
Agriculture	3	2	1	0	0	6
C. & Cultural Affairs	3	1	2	2	0	8
Education	0	2	0	1	0	3
Environment	0	0	0	1	0	1
Energy & Forestry	0	3	1	1	0	5
Finance	1	1	1	0	0	3
Health & Social Services	2	0	2	7	0	11
Justice	2	4	1	0	0	7
Labour	1	1	0	0	0	2
Liquor Control Comm.	1	0	0	0	0	1
Prince County Hospital	13	0	0	0	0	13
Potatio Marketing Brd.	0	1	0	0	0	1
Other	0	0	0	0	2	2
Treasury Board	0	0	1	0	0	1
Trans. & Public Works	2	0	1	0	0	3
TOTAL	28	15	10	12	2	67

PERSONNEL ADMINISTRATION DIVISION

MANDATE:

The mandate of the Division is to ensure that employees are treated fairly and equitably. This is achieved by a centralized review of administrative activities covered by provision of the Civil Service Act, Regulations, and Collective Agreement.

The Division also provides administrative support to the Commission.

FUNCTIONS

The major functions of the Division are to:

- monitor personnel activities of departments and agencies to ensure compliance with policy;
- develop personnel policies; and
- provide assistance and advice on personnel matters.

These functions are carried out by:

- monitoring the personnel and payroll systems;
- operating the human resource information systems;
- maintaining the personnel administration manual;
- providing advice to managers on personnel matters; and
- counselling employees on problems that affect work performance.

EMPLOYEE BENEFIT PLANS

The Division continued to be involved in the review and development of employee benefits plans. This year assistance was provided in the review of the Long Term Disability Plan and the development of the Employee Assistance Program.

INJURY ON DUTY

The Division monitors the Workers' Compensation program for the Government as an employer. During 1990, 347 claims for injury on duty were approved by the Workers' Compensation Board with a loss of 6126 days (Table 9). The number of claims decreased by 12 and 21% fewer days were lost than in 1989.

The total cost of Workers' Compensation benefits for Government employees were $1,695,765, an increase of 10% over 1989. The increase is attributed to increased compensation, medical aid, pension and administration costs.

ALCOHOLISM REHABILITATION

The Commission is responsible for the administration of the Alcoholism Rehabilitation program which provides employees with an opportunity for treatment in relation to problem drinking, alcoholism or drug addiction. Seven employees were involved in the program in 1990.

DISCIPLINE

While discipline is the responsibility of the individual Deputy Head, the Commission monitors such action to ensure that it is administered consistently. During 1990 disciplinary action in the form of written reprimand occurred in 11 cases, 11 employees were suspended, 3 employees were dismissed and 4 employees were rejected during probation.

ESTABLISHMENT

The Division maintains control over the established positions (created by Treasury Board) in the Civil Service. The Civil Service Establishment in (Appendix A) shows the number and type of employees in each department and agency as of December 31, 1990.

PROFILE OF THE CLASSIFIED SERVICE

Appendices B to H provide an analysis of the classified service by various categories such as age, length of service, and salary. This information is used by the Commission to detect trends which might indicate the need for corrective action.

PAYROLL - PERSONNEL SYSTEM

The Division continued to participate in an interdepartmental committee to review options for a revised payroll-personnel system. A decision was made to purchase a system and perform modifications to meet the need of the Civil Service. It is anticipated the system will be tested and implemented during 1991.

The payroll-personnel system generates the Human Resource Information System which provides pertinent human resource data for use by the Commission and line managers.

EMPLOYEE PROFILES

An employee profile is a mini-resume containing human resource information. The Commission initiated a project to redesign the employee profile, incorporate additional information and provide departments with on-line access to profiles for their employees. These modifications will enable the Commission and departments to quickly obtain all current information on employees for use in a variety of personnel management applications.

OFFICE AUTOMATION

During 1990 the Commission implemented various aspects of the Computer Plan which was approved in October 1989. Additional hardware and software will be required to meet operational demands and facilitate the implementation of the Employee Assistance Program and the Occupational Health and Safety Program. The Computer Plan was amended in October 1990 to reflect these additional requirements.

COLLECTIVE BARGAINING

The Division was actively involved in preparing the Employer's proposal for contract negotiations. Representatives of the Employer and the Union exchanged proposals in December and agreed to begin negotiations early in 1991.

TABLE 9

INJURY-ON-DUTY CLAIMS

DEPARTMENT:	Claims:	Days Claimed:
Agriculture	1	16
Community & Cultural Affairs	2	167
Education	1	5
Energy Corporation	2	12.5
Energy & Forestry	18	129
Environment	2	5
Health & Social Services	189	3706.5
Justice	25	328
Liquor Control Commission	7	52
Tourism & Parks	6	34
Transportation & Public Works	94	1671
TOTAL:	347	6126

COSTS

Administration	$ 171,616
Compensation	238,715
Injury on Duty	527,067
Lump Sum Payments	105,457
Medical Aid	278,958
Pension	373,949
TOTAL:	$1,695,765

LENGTH OF CLAIMS

Number of Days Claimed	Number of Claims
1	32
2	34
3	31
4	35
5	23
6-9	62
10-19	58
20-49	38
50-99	19
100+	15
TOTAL:	347

COST OF CLAIMS

Cost	Number of Claims
$ 0 - $ 99	21
$ 100 - $ 199	44
$ 200 - $ 299	35
$ 300 - $ 399	40
$ 400 - $ 499	27
$ 500 - $ 999	72
$1,000 - $1,999	47
$2,000 - $2,999	16
$3,000 - $3,999	11
$4,000 -	34
TOTAL:	347

TABLE 10

INJURY-ON-DUTY - TRENDS

Year	# Claims:	Days Claimed:	Cost:
1990	347	6126	$1,696,000
1989	359	7728	1,541,000
1988	358	6978	1,435,000
1987	255	4822	1,258,000
1986	178	3970	1,081,000
1985	150	2521	734,000
1984	184	3089	465,000
1983	165	2192	330,000
1982	182	2054	324,000
1981	191	2816	237,000

OCCUPATIONAL SAFETY PROGRAM

Last year the Commission carried out a major review of all work related accidents which resulted in time lost from work in 1988. This review, which was initiated because of the increasing number of accidents and costs, identified the major factors affecting usage of injury on duty leave and recommended ways to improve the situation.

The major recommendation was for an occupational safety policy and program which would detail the Government's position on safety in the workplace and assist departments implement a safety program specific to their needs.

As a result of this recommendation, a joint committee from the Commission, Treasury Board and the Union developed and proposed an Occupational Safety Policy and Program. On October 24, 1990 the Policy and Program was approved and jointly supported by the Government and Union.

The purpose and primary activity of this Safety Program is to stimulate a commitment to safety among employees which will be reflected in their work activities. When this is accomplished, favourable safety performance inevitably follows with a corresponding reduction in accidents and costs.

The Occupational Safety Program operates out of the Commission. Handbooks have been printed and circulated, 14 orientation sessions have been held and contacts have been established with outside organizations whose services complement the Safety Program. Literature and teaching aids are being purchased and made available to departments on request.

An accident reporting system has been implemented to enable monitoring of accidents and trends.

LONG TERM DISABILITY

The number of claims for long term disability benefits continued to rise during 1990. As well, the number of claimants released to return to work or retrain for another career more than tripled over the previous year.

A Joint Insurance Committee monitors the plan and considers recommendations aimed at controlling costs while maintaining a reasonable compensation package for disabled employees.

Rehabilitation

In 1990, the program returned 20% of the rehabilitation candidates to work with this employer. This is considered to be successful as the Carrier reports that only 14% of rehabilitation candidates from all their clients return to work with their original employer.

Claimants released by their physician to return to work or to retrain meet with the Rehabilitation Counsellor from the Insurance Carrier, and are then referred to the Commission for career counselling and job searching. The goal is to return claimants to work for which they are or can become suited through education, training or experience.

25 claimants accessed rehabilitation services offered jointly by the Carrier and the Commission:

1. Cases completed			10
a) Successful with rehabilitation		7	
. returned to same employer	5		
. returned to different employer	1		
. job ready	1		
b) Refused rehabilitation		3	
. retired	2		
. left civil service	1		
2. Still in rehabilitation			6
3. Returned to disabled status and full benefits			9
TOTAL:			25

EMPLOYEE ASSISTANCE PROGRAM (E.A.P.)

Employee Assistance Programs (E.A.P.) are designed to assist employees obtain help for a broad range of personal problems. They are instrumental in returning the employee to a healthy mental, physical and social state while keeping him or her an active member of the work force.

E.A.P.'s have been offerred by major employers throughout North America for a number of years, and the need for such a program in the civil service was determined last year.

The Commission, Department of Education, P.E.I. School Trustees Association, U.P.S.E., P.E.I. Teachers Federation and C.U.P.E. (non-instructional staff in P.E.I. School Units) developed an Employee Assistance Program for civil servants and school units employees. Following extensive consultations and research, representatives of all parties signed a joint agreement to officially launch the program on Nov. 6, 1990.

The purpose of the E.A.P. is to offer confidential assistance in problem resolution to employees who are encountering personal problems which may interfere (or are interfering) with job performance.

A Provincial Co-ordinator was hired to work with a joint Advisory Committee to impliment the program, which includes the orientation of employees on how the program is accessed, assessment services to the employee in need, and consultation services to supervisors. The program also works in conjunction with other Civil Service programs such as staff training.

The EAP is housed in a private office physically distanced from the main government office complex. The program is also delivered across the province in confidential settings, away from any major worksites, and is accessible by a toll-free number.

In the initial two months of operation, 32 employees voluntarily accessed the program. As well, consultation services were provided to a number of supervisors. The program refers employees to existing community agencies for ongoing counselling or treatment as required, and provides follow-up support to employees.

Promotional material was developed or purchased and distributed throughout the worksites. These included brochures, handbooks, videos, and newsletter articles.

While most large employers offer an E.A.P., this one is somewhat unique in the degree of employee involvement in its design and operation. As well, new ground has been broken by offering a program which applies to both the school system as well as the civil service.

APPENDIX "A"

CIVIL SERVICE ESTABLISHMENT

DEPT./AGENCY	EXEC. DIVISION	CLASSIFIED DIVISION						CASUAL DIVISION EMPLOYEES							TOTAL
		EMPLOYEES			VACANT POSITIONS			TEMPORARY		RELIEF		CONTRACT	STUDENT	TOTAL	
	EMPLOYEES	F.T.	P.T.	TOTAL	F.T.	P.T.	TOTAL	F.T.	P.T.	F.T.	P.T.			CASUAL DIVISION	EMPLOYEES
Agriculture	1	116	18	134	16	6	22	30	3	9	0	8	0	50	185
Community & Cultural Affairs	1	108	35	143	8	4	12	18	9	12	10	3	0	52	196
Education	1	48	2	50	2	2	4	5	0	2	0	10	0	17	68
Energy & Forestry	1	53	0	53	1	1	2	38	0	1	0	4	0	43	97
Finance	2	164	0	164	10	0	10	22	0	5	0	1	0	28	194
Fisheries & Aquaculture	1	23	3	26	2	0	2	3	0	0	0	1	0	4	31
Health & Social Services	1	1031	427	1458	42	29	71	63	20	200	25	6	0	314	1773
Industry	1	36	0	36	0	0	0	1	0	0	0	3	0	4	41
Justice & Attorney General	1	249	43	292	13	4	17	11	1	50	0	2	0	64	357
Trans. & Public Works	2	450	78	528	43	7	50	395	1	24	0	3	0	423	953
Addiction Services (Central)	0	4	0	4	1	0	1	0	0	3	0	1	0	4	8
Auditor General	1	18	2	20	0	0	0	0	0	0	0	0	0	0	21
Civil Service Comm.	1	30	2	32	1	0	1	5	11	1	0	0	0	18	51
Energy Corporation (Central)	1	0	0	0	0	0	0	1	0	0	0	4	0	5	6
Executive Council	8	11	1	12	7	1	8	0	0	1	0	1	0	2	22
Hospital & Health Services Comm.	1	32	0	32	14	0	14	5	0	0	0	1	0	6	39
Housing Corporation	1	33	2	35	5	0	5	15	0	2	0	0	0	17	53
Agri. Development Corp.	1	12	0	12	0	0	0	3	0	1	0	0	0	4	17
Land Use Commission	1	1	0	1	0	0	0	0	0	0	0	0	0	0	2
Legislative Assembly	7	0	0	0	1	0	1	0	0	0	0	0	0	0	7
Lending Authority	1	16	0	16	0	0	0	0	0	0	0	0	0	0	17
Liquor Control Comm.	1	104	0	104	10	0	10	24	0	0	0	0	0	24	129
Public Utilities Comm.	1	9	2	11	0	0	0	0	0	0	0	0	0	0	12
Treasury Board	1	16	0	16	0	0	0	0	0	0	0	0	0	0	17
Workers' Compensation Bd.	1	13	0	13	2	0	2	0	0	0	0	0	0	0	14
Environment	1	50	2	52	11	0	11	8	1	1	0	3	0	13	66
Tourism	2	47	12	59	4	4	8	19	0	1	0	1	0	21	82
Labour	2	29	0	29	6	0	6	3	1	3	0	1	0	8	39
TOTAL	44	2703	629	3332	199	58	257	669	47	316	35	53	0	1121	4497
TOTAL This Date Last Year	46	2623	586	3209	184	59	243	637	47	293	48	50	2	1077	4332
Difference From Last Year	-2	80	43	123	15	-1	14	32	1	23	-13	3	-2	44	165

APPENDIX "B"

AGE PROFILE
CLASSIFIED CIVIL SERVICE

AGE	MALE	FEMALE	TOTAL	%
Under 25	23	47	70	2%
25 - 29	87	225	312	9%
30 - 34	183	323	506	15%
35 - 39	271	377	648	20%
40 - 44	279	399	678	20%
45 - 49	187	209	396	12%
50 - 54	179	174	353	11%
55 - 59	122	126	248	7%
60 - 64	67	39	106	3%
Over 65	9	6	15	1%
TOTAL	1407	1925	3332	

SUMMARY

	Male Employees	Female Employees	All Employees
Median Age:	42	39	40
Average Age:	43	40	41

APPENDIX "C"

SALARY PROFILE
CLASSIFIED CIVIL SERVICE

SALARY*	Male	%	Female	%	Total**	%
Under $15,000	46	3%	415	22%	461***	14%
$15,000 - 19,999	47	3%	175	9%	222	7%
$20,000 - 24,999	313	22%	679	35%	992	30%
$25,000 - 29,999	298	21%	262	14%	560	17%
$30,000 - 34,999	203	15%	208	11%	411	12%
$35,000 - 39,999	182	13%	98	5%	280	8%
$40,000 - 44,999	84	6%	41	2%	125	4%
$45,000 and over	234	17%	47	2%	281	8%
TOTAL	1407		1925		3332	

* The Salary figure is the employee's regular salary for time worked in the year.

** The number of employees shown includes both full-time and part-time employees.

*** All are part-time employees.

APPENDIX "D"

SALARY PROFILE
CLASSIFIED CIVIL SERVICE
FULL TIME EMPLOYEES

SALARY	MALE	%	FEMALE	%	TOTAL	%
$15,000 - 19,999	43	3%	131	9%	174	6%
$20,000 - 24,999	281	22%	663	46%	944	35%
$25,000 - 29,999	275	21%	254	18%	529	19%
$30,000 - 34,999	202	16%	205	14%	407	15%
$35,000 - 39,999	179	14%	98	7%	277	10%
$40,000 - 44,999	83	6%	41	3%	124	5%
$45,000 and over	234	18%	47	3%	281	10%
TOTAL	1297		1439		2736	

APPENDIX "E"

LENGTH OF SERVICE PROFILE
CLASSIFIED CIVIL SERVICE

Years of Service	Male	Female	Total	% of Total
0 - 4	381	697	1078	32%
5 - 9	226	385	611	18%
10 - 14	294	419	713	21%
15 - 19	277	277	554	17%
20 - 24	144	103	247	9%
25 - 29	44	25	69	2%
30 - 34	32	13	45	1.5%
35 plus	9	6	15	0.5%
TOTAL	1407	1925	3332	100%

SUMMARY

	Male Employees	Female Employees	All Employees
Median Service:	11	8	10
Average Service:	12	10	11

APPENDIX "F"

EMPLOYMENT BY JOB CATEGORY AND GENDER
CLASSIFIED CIVIL SERVICE

CATEGORY	NUMBER	
	MALE	FEMALE
Administrative	452	278
Administrative Support	38	475
Operational	561	767
Professional	160	358
Technical	196	47
TOTAL	1407	1925

SEPARATIONS BY JOB CATEGORY AND GENDER

CLASSIFIED CIVIL SERVICE

CATEGORY	Retirements		Resignations		Lay-Offs		Dismissals		Deaths		Total
	M	F	M	F	M	F	M	F	M	F	
Administrative	6	1	19	12	0	1	1	0	0	1	40
Administrative Support	0	4	0	13	1	3	0	0	0	0	21
Operational	10	8	12	36	8	7	2	2	1	1	87
Professional	1	2	5	20	0	1	0	0	0	0	29
Technical	1	0	2	3	0	0	2	0	0	0	8
TOTAL	18	15	38	84	9	12	5	2	1	2	186

APPENDIX "H"

GENDER PROFILE BY DEPARTMENT/AGENCY
CLASSIFIED CIVIL SERVICE

Department/Agency	Male	%	Female	%	1990 Total	1989 Total
Agriculture	77	57%	57	43%	134	138
Community & Cultural Affairs	58	41%	85	59%	143	92*
Education	23	46%	27	54%	50	98*
Energy & Forestry	39	74%	14	26%	53	53
Environment	38	73%	14	27%	52	40
Finance	88	54%	76	46%	164	153
Fisheries	17	65%	9	35%	26	15
Labour	15	52%	14	48%	29	30
Health & Social Services	215	15%	1,243	85%	1,458	1,427
Industry	22	61%	14	39%	36	34
Justice & Attorney General	173	59%	119	41%	292	278
Tourism & Parks	35	59%	24	41%	59	47
Transportation & Public Works	436	83%	92	17%	528	503
Addiction Services (Central)	2	50%	2	50%	4	4
Auditor General's Office	10	50%	10	50%	20	16
Civil Service Commission	8	25%	24	75%	32	28
Energy Corp. (Central)	-	-	-	-	-	1
Executive Council	1	8%	11	92%	12	13
Hospital & Health Services Commissions	11	34%	21	66%	32	29
Housing Corporation	23	66%	12	34%	35	40
Agricultural Development Corp.	9	75%	3	25%	12	12
Land Use Commission	-	-	1	100%	1	1
Lending Authority	11	69%	5	31%	16	17
Liquor Control Commission	78	75%	26	25%	104	106
Public Utilities Commission	4	36%	7	64%	11	9
Treasury Board	7	44%	9	56%	16	12
Workers' Compensation Board	7	54%	6	46%	13	13
TOTAL	1,407		1,925		3,332	3,209

* Responsibility for Libraries was transferred from the Department of Education to Department of Community and Cultural Affairs in 1990.

APPENDIX "I"

CIVIL SERVICE RETIREES
The following employees retired on pension during 1990

EMPLOYEE	DEPARTMENT	YEARS OF SERVICE
CHEVERIE, Omar	Agriculture	24
HUGHES, Reginald	Community & Cultural Affairs	12
MACLELLAN, Mary Ann	Community & Cultural Affairs	22
BREHAUT, Kathryn	Education	10
MACDONALD, Lloyd	Energy & Forestry	32
MORRIS, Harvey	Energy & Forestry	11
HUGHES, Margaret	Energy Corporation	18
FORD, Jean	Finance	16
WALKER, John	Finance	14
CAIRNS, Jeanne	Health & Social Services	20
CURRIE, Mildred	Health & Social Services	23
ELSTER, Klara	Health & Social Services	12
GALLANT, Myrtle	Health & Social Services	21
LAKHAN, Frances	Health & Social Services	6
MACDONALD, Dorothy	Health & Social Services	25
MACDONALD, Mary Bell	Health & Social Services	16
MACFADYEN, Martha	Health & Social Services	16
SEAMAN, Donald	Health & Social Services	20
MACINNIS, Irene	Justice	23
DAWSON, Ralph	Labour	16
GILLIS, Charles	Liquor Control Commission	33
MACADAM, Reginald	Liquor Control Commission	21
MURTAGH, Louis	Liquor Control Commission	23
SONIER, Edward	Liquor Control Commission	18
HOWATT, Wendell	Transportation & Public Works	26
LUNDRIGAN, Patrick	Transportation & Public Works	22
MACMILLAN, James	Transportation & Public Works	23
MOLYNEAUX, Sterling	Transportation & Public Works	27
O'HANLEY, Eric	Transportation & Public Works	19
PHILLIPS, Brenton	Transportation & Public Works	10
WEDGE, Margaret	Transportation & Public Works	26

APPENDIX "J"

DECEASED EMPLOYEES - 1990

The Commission recognizes the service and contribution of the following employees who died in 1990. We join their fellow employees in extending our sympathy to their families:

MacKenzie, Stephanie	-	Finance
Leard, Gary	-	Health & Social Services
Livingston, Marjorie	-	Health & Social Services